

## Personal Leave Taken Before or After a Holiday 2017-2018

### When to Request

An employee who wishes to take a personal leave day before or after a holiday and does not wish to lose 40 percent of a day's pay, **must** make the request through the Human Resource Department during the window. **If approved, you must give prior notification to your principal or supervisor at least one day in advance of the leave day.**

### How to Request

During the window, the employee must send the request through **email**. Please include your name, school, position, and the date you are requesting the leave. Requests left on voicemail or over the phone will **not** be accepted.

Licensed employees must submit their request to [licensedpersonalleave@jordandistrict.org](mailto:licensedpersonalleave@jordandistrict.org)

Classified employees must submit their request to [classifiedpersonalleave@jordandistrict.org](mailto:classifiedpersonalleave@jordandistrict.org)

The employee will receive an **email confirmation within two working days** after submitting the request. If the employee does not receive a confirmation email, then Human Resources has **NOT** received your request and your leave will not be approved.

Windows for holiday requests are listed below:

School Holiday	Date of Holiday	Window
Independence Day	July 4, 2017	May 20 - May 30, 2017
Pioneer Day	July 24, 2017	June 9 - June 19, 2017
Labor Day	September 4, 2017	July 21 - July 31, 2017
Fall Recess (All Contracts)	October 19-20, 2017	Sept. 4 - Sept. 14, 2017
Thanksgiving Recess (All YRE, 228, 233, 242, 245 contracts)	November 23-24, 2017	Oct. 9 - Oct. 19, 2017
Thanksgiving Recess (180, 184, 204, 206, 225 Contracts)	November 22-24, 2017	Oct. 8 - Oct. 18, 2017
Winter Recess (All YRE, 228, 233, 242, 245 Contracts)	Dec. 25, 2017- Jan. 1, 2018 (245 works Dec 27-29)	Nov. 10- Nov. 20, 2017
Winter Recess (180, 184, 204, 206, 225 Contracts)	Dec. 22, 2017 - Jan. 1, 2018	Nov. 7 - Nov. 17, 2017
Martin Luther King	January 15, 2018	Dec. 1 - Dec. 11, 2017
President's Day	February 19, 2018	Jan. 5 - Jan. 15, 2018
Spring Recess (242, 245 Contracts)	April 5-6, 2018	Feb. 19 - Mar. 1, 2018
Spring Recess (All YRE, 180, 184, 204, 206, 228, 233, 225 Contracts)	April 2-6, 2018	Feb. 16 - Feb. 26, 2018
Memorial Day	May 28, 2018	April 13 - April 23, 2018

See Jordan School District Policy DP335 NEG Personal Leave - Licensed

See Jordan School District Policy DP335B NEG Personal Leave - Classified